



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS
DECS Complex, Meralco Avenue
Pasig City, Philippines



*Sama-Sama
sa DECS*

*Tanggapan ng Kalihim
Office of the Secretary*

June 1, 1998

DECS MEMORANDUM
No. 218, s. 1998

**ENSURING AN ORDERLY TRANSFER AND SMOOTH
TRANSITION OF THE NEW DECS LEADERSHIP**

To : Undersecretaries and Assistant Secretaries
Regional, Staff Bureau, Center and Service Directors
President of PASS, PASSA, PESPA, PAES and DECS
Central Office Employees Union

1. In accordance with presidential directives, an orderly transfer and smooth transition of the new DECS leadership at noon on 30 June 1998 shall be conducted. The following guidelines are issued:

- (a) A transition report shall be prepared by every member of the Management Committee which shall briefly describe the duties and responsibilities of office and enumerate issues and concerns needing priority attention.
- (b) The transition report shall not be more than two (2) pages and shall be submitted (Attention: Ms. Erna Aganon) not later than Monday, 15 June 1998.
- (c) All MANCOM members are requested to be available for meetings with the DECS Secretary-Designate from the period 22 - 29 June 1998. Appropriate notices shall be given especially for members coming from the regions.

2. For your information and guidance.


ERLINDA C. PEFIANCO
Secretary

Reference:
None

Allotment: 1—(D.O. 50-97)

To be indicated in the Perpetual Index
under the following subjects:

OFFICIALS
REPORTS
SOCIETY or ASSOCIATIONS
TRANSFER